

Section 4.80 Employees Entering Executive Branch Agencies from Other State Entities

Revised: 02/12

When employees move from positions in Community Based Corrections, Regents, Judicial or Legislative agencies to executive branch state agencies, the following guidance is for those employees who have no break in service:

- For pay purposes, incoming employees shall be treated like new employees. Appointments may be made at less than the employee's current pay, but not less than the minimum pay for the class. A Special Pay/Appointment Action Form (M-40) must be completed and approved for pay above the minimum in accordance with DAS-HRE rules.
- The employee's pay increase eligibility date shall be six months from the start date and one year thereafter.
- Salary increases for contract-covered classes are based on the current bargaining agreement.
- Employees with probationary or permanent status shall keep their adjusted employment and seniority dates. The accrual rates shall be those established for the class codes in the Executive Branch.
- Accrued vacation for Community Based Corrections employees shall be transferred and not paid out. For others, the decision to transfer or pay out accrued vacation shall be made by the receiving appointing authority. At a minimum, the sending agency must pay out accrued vacation over the ceiling for the job class to which an employee is entering.
- Accrued sick leave shall be transferred.
- The employee's status shall generally remain the same. If the employee has permanent status, a probationary period is not required. If the employee has temporary status, the provisions governing temporary employment in the applicable collective bargaining agreement or DAS-HRE rules apply.
- Employees with permanent status are eligible to submit an application to be placed on promotional lists.
- Community Based Corrections and Regents contract-covered employees who have been laid off are eligible to submit an application to be on the DAS-HRE recall list in accordance with the AFSCME collective bargaining agreement. Employees will have a recall probationary period in the new class for performance only, but maintain permanent status as a state employee.
- The sending agency will provide the employee's employment date, vacation and sick leave balances to the receiving agency.

Health and Dental Insurance

- Community-Based Corrections, merit-covered Regents, Judicial, and Legislative employees are treated like any executive branch employee in regards to health and dental insurance. This means that there is no break in their coverage and the payroll system to which they are moving starts paying the state share for them the first of the month following the transfer or promotion.
- Employees that are Regents faculty or professional/scientific covered employees (non-merit) are treated like new hires for health, dental and life insurance. The health and/or dental effective date is the first of the month following thirty (30) days of employment. The employee is treated as a new hire for the premium conversion (pretax) program and has 30 days from the transfer date to opt out of premium conversion.

Flexible Spending Accounts (FSA)

- Employees who transfer from Community-Based Corrections, the Judicial or Legislative Branch who are already enrolled in the State's flexible spending account (FSA) program will remain enrolled for the rest of the calendar year.

- Employees who transfer from those areas who are not enrolled in the FSA program will not be able to enroll until the next fall enrollment and change period.
- Employees who transfer from a Regents institution are treated as new hires and may enroll within 30 days of transfer. The enrollment is made effective for the first of the month after the employee enrolls (enters enrollment in Iowa Benefits or submits an enrollment form to the personnel assistant). Claims cannot be made for services received prior to the effective month.

Deferred Compensation

- Employees who transfer from Community-Based Corrections who are already enrolled in the State's deferred compensation plan should complete the state's deferral form so their payroll deduction can continue.
- Employees who transfer from the Judicial or Legislative Branches do not need to complete anything.
- Employees who transfer from a Regents institution may enroll in the State's deferred compensation plan at any time by contacting one of the program's four providers.